

Filling Out the Form (Cont.)

- Click in the Race/Ethnicity field. If the employee has self-identified their race/ethnic affiliation, select the appropriate group from the list. If they have not self-identified, the contractor may make a choice based on a visual survey or choose "other minority". *(Please note that the employer can only make a choice based on a visual survey if the employee has been given an opportunity to self-identify and has chosen not to do so.)*
- Click in the Gender Classification and click on the down-facing arrow. Choose the appropriate gender
- Continue entering the information for each crew member. If you need additional pages for more crew members, email your request to DCAMM at forms@dcam-pmas.dcp.state.ma.us Compliancereports.DCAMM@MassMail.State.MA.US .
- There may be more than one crew on a project. If so, submit one Employee Set-Up Form for each crew to DCAMM.
- After filling in the crew information, check for accuracy. If the form is ready to submit, go to the bottom and check the certification check box (#15) certifying the accuracy of the information.
- On the bottom right area of the form, click in the Account Representative field (#16). Enter your name as the individual filling out the form and your title. Enter your phone number unformatted (no parenthesis or hyphens).
- Enter your E-mail address.

Saving the Form

- To save the form, click <File><Save As>. Save in a safe place so that this form may be accessed in the future.
- DO NOT save the form as a PDF. The PDF file format is not compatible with the Workforce Reporting System.
- Any changes to the crew, i.e., new additions to the crew, the new employee must be added onto the existing crew and the form containing the entire crew resaved and resubmitted to DCAMM.
- Until the employee information is submitted to DCAMM using this form, the employee will not be included on the Weekly Reporting Form.
- Submit the form by attaching the file to an email addressed to forms@dcam-pmas.dcp.state.ma.us
Compliancereports.DCamm@MassMail.State.MA.US
- Within a few days your Contractors Weekly Workforce Reports will be sent to you via email for each Employee Set-Up Form submitted.

Division of Capital Asset Management and Maintenance							
D.C.A.M.M				Contractors Workforce Reporting System			
To submit an Employee List please enter the details in the fields below. Email the completed form to: forms@dcam-pmas.dcp.state.ma.us							
Project Name	Project Management and Admin. Software System					Minority Workforce Goal %: 15.30%	
Project Number	DCP0405 AD1					Women Workforce Goal %: 6.90%	
Prime Contractor	Contractor					Date Work Began: 8/1/2013	
Project Location	12 This Street				Site: 0	Date Work Completed:	
Workforce Report							
Reporting Date	Contractor Filing Report				Crew Name		
8/24/2013	Web Test - W999999				DCP0405-AD1 -- 100		
Crew Reporting List							
First Name	Middle Name	Last Name (including , Jr. Sr., etc)	Zip Code	Job Category	Race/Ethnicity	Gender Classification	
Frank	B	Johnson	01749	Bricklayer - BRK	Asian	Male - MAL	
8	9	10	11	12	13	14	

[illegible]

Crew Member	Total Weekly Workforce Hours
David M. Johnson -- 99102	40.50
Jane Smith -- 99103	35.75
Kevin D. Frank -- 99105	60.00
George J. Jetson -- 99104	40.00
Totals:	176.25

The undersigned hereby certifies, under pains and penalties of perjury, that the company submitting this report has followed the following listed legal requirements for each and every employee listed on the certified payroll report (Weekly Payroll Report Form) submitted with this Weekly Workforce Report: 1) faithfully completed the **Federal Form I-9** process; 2) proper classification; 3) workers' compensation insurance coverage, unemployment insurance, social security taxes; and 4) all laws governing hospitalization and medical benefits that meet the minimum requirements of G.L. c. 176.

The undersigned hereby certifies under pains and penalties of perjury that the above information is true and accurate.

☒ **By checking this box you are agreeing to the above certifications under the pains and penalties of perjury.**

Division of Capital Asset Management
Compliance Office
One Ashburton Place, 16th fl
Boston, MA 02108

Authorized Representative: **Samuel Trent**
Title: **Vice President**
Telephone Number:
E-Mail Address:
Ext:

Electronic Contractors Weekly Workforce Report Version II- Revised 05/13

Filling Out the Form (Continued)

- After completing the employee work hours, check for accuracy.
- When ready to submit the form, check the certification check box (#12).
- Click in the Authorized Representative field; fill in the name of the individual preparing this report and their title.
- Click in the Telephone Number field and enter the telephone number unformatted (no hyphens or parenthesis).
- Click in the E-mail address of the person preparing the report.

Saving and Submitting the Contractors Weekly Workforce Report

- When finished, save the report using <File>, <Save-As> to create a new report file.
- Send the report via email to DCAMM at

forms@dcam-pmas.dcp.state.ma.us

Compliancereports.DCAMM@MassMail.State.MA.US

General Contractor's Approval Process

- After the Contractors Weekly Workforce Report is submitted to DCAMM, an email will be received by the General Contractor that the Weekly Workforce Report has been received.
- If you are a General Contractor with approval responsibilities, please download the Approval Process Job Aid on this web page.